



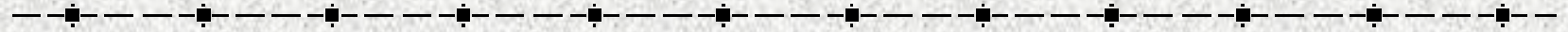
The Unwritten Rules of Interviewing

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WARNING



The stories you are about to hear
are true;
only the names have been changed
to protect the innocent

Getting your foot in the door

❖ The MYTH of job postings

- Most posted jobs are already taken
- Many jobs are never posted
- Good candidates make their own job postings

❖ Getting your resume looked at

- Use your network (No, it's not cheating!)
- Use the phone
- Write letters - to the right people
- Use email – only if you really must



The initial phone call

❖ Preparing for the interview

- Read up on the company
- Read up on the department
- Read up on your new boss

❖ Asking questions

- Be ready with questions

❖ Act excited !

- Do you really want the job?



Researching the company

- ❖ Check the Web
- ❖ Follow up on papers and reports written by the staff
- ❖ Use your network



I'd like you to give a presentation

❖ Who's the audience?

- You have to know the audience
- Be flexible – you don't know who will actually be in the audience until the day of the talk

❖ What's the purpose of the talk?

- High level overview
- Technical project description

❖ How long should it be?

- Different length talks have different purposes

What should you include in your talk ?

❖ Why is this problem important?

- Or - Why should I care?

❖ What was the outcome/product/... .

- Did you actually finish something?

❖ What was **your** contribution?


- Avoid words like "we", "the group", "my advisor", etc.
- Use words like
 - "This is my main result"



How long should your talk last?

- ❖ 1 hour
- ❖ 50 minutes
- ❖ As long as people keep asking questions
- ❖ As long as it takes

The single most important point is that you **MUST** finish on time.



Probably the most important aspect of the entire interview is your presentation

❖ The interview talk can make or break the interview

❖ You need to be able to convey:

- Technical competence
- Self-confidence
- Critical thinking skills

❖ Practice your talk ahead of time

❖ Prepare for questions

Enthusiasm vs. experience?

- ❖ High technical competence
 - Always valued, **BUT** not sufficient
- ❖ High level of enthusiasm
 - More important than you might think
- ❖ High level of curiosity
 - Much sought after, and very rare



Bad Answers to Good Questions

10 Easy Ways to Not Get a Job Offer

What do you want to work on?

❖ I 'm very flexible

- I don't know what I want to do

❖ Anything you want me to work on

- I don't know what I want to do

❖ I don't know

- I don't know what I want to do

Why did you work on this problem?

- ❖ Because my advisor told me to
 - I need to be told exactly what to do
- ❖ It looked kind of interesting
 - I can't prioritize tasks
- ❖ I wanted to graduate
 - I'm tired of school and I'm desperate for a job



Do **you** have any questions?

❖ I can't think of any right now

- I t's all I can do to stay awake

❖ No, you've covered everything so well already

- I wasn't paying any attention

❖ What does your company do again?

- I know I should ask questions and I'm buying time until I can think of one



Dinner conversation

- ❖ So now you can relax, right ?
 - Think again, you're still on an interview
 - Follow your host/hostess lead
 - Again, act excited
- ❖ Is there life after work?
 - Now is a good time to ask those questions
 - Try to find out how you'll fit into the group
- ❖ Stay away from hot-button issues
 - Politics, religion, is P=NP?

After the interview

- ❖ Thank you !
- ❖ Thank you !!
- ❖ Thank you !!!
- ❖ Written note, email



Summary

- ❖ Be assertive in all aspects of the job hunt
- ❖ Demonstrate follow-through and professionalism
- ❖ Show enthusiasm